

**DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
Information Technology Supervisor (EU 32)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: On Examination List
Location: Department of Labor, 200 Folly Brook Boulevard, Wethersfield, CT 06109
Hours: Full time - 35 hours weekly
Salary: \$80,254 new to state service must start at minimum
Closing Date: May 27, 2014
Job No: 652

Eligibility Requirement: **Candidates must have applied for and passed the Information Technology Supervisor exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

EXAMPLES OF DUTIES: Under the general direction of IT management, oversees responsibilities of Integrated Client Server Development Team. Supervises and leads a staff of 6 development analysts and specialists; May be required to supervise the work of Vendor staff as well. Directs and coordinates activities of project personnel to ensure project progress is on schedule. Keeps management, customers, and others informed of project status and related issues; Participates in functional and technical walkthroughs. Ensures that programs worked by team members follow Agency programming guidelines, standards and requirements; Monitors project results against functional and technical specifications; Participates in Program Code Reviews; Reviews approved projects and assign to the technical team. Provides all aspects of team leadership including performance coaching, interviewing, hiring, scheduling, team building, evaluations, performance appraisals, and other like duties as assigned; Works with development team identify, troubleshoot, analyze and resolve operations problems and errors; Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees. Identifies staff development and training needs and ensures that training is obtained. Reviews and analyzes customer needs and makes recommendations regarding application enhancements. Responds to user requests for assistance; Mentors and assists users, as needed, in the effective use of systems, project management tools and development methodologies; Develops standards for appropriate system and project documentation and ensures compliance with IT policies and procedures. Maintains records, prepares reports, and composes correspondence relative to the work; Assists in the preparation of the IT annual budget; Participates in IT annual goals, directions, and strategic planning initiatives; Provides and maintains inter-system communication and information links; Prepares and presents reports concerning operational policies and procedures; Attends various meetings including user groups, staff, etc. Defines, develops and baselines metrics; performs duties as related.

Preferred Skills: Strong leadership and teambuilding; ability to manage multiple projects; considerable knowledge of relevant State IT policies and procedures is a plus; considerable knowledge of IT principles and techniques in application development design and delivery; must possess excellent communication, analytical planning and problem solving skills; Excellent written communication skills; experience in developing standard operational procedures; working knowledge and experience in Numara footprints service desk ticketing tool a plus; considerable knowledge in system development life cycle methodology and ITIL best practices.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit:

- Cover letter and Resume
- Application for Examination or Employment (CT-HR-12). http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf
- Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees.
- If you are not a Department of Labor applicant, you must complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf
- Current state employees are required to submit their last two service ratings **and** copies of their attendance records for 2012 & 2013. Department of Labor employees do not have to include attendance records.

Application packages will not be considered without these documents. Missing or incomplete application material will not be considered. Submit via mail or fax to:

**Department of Labor
Human Resources Office
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699**

Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

CONNECTICUT DEPARTMENT OF LABOR
Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed

Signature of Applicant

As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed

Signature of Applicant

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/2012/public_officials_and_state_employees_guide_december_2012_rev.pdf

****Important note: Any modifications to this form will NOT be accepted.**